

DA QA/QC: 01/24/01. SY

24 August 1957

MEMORANDUM FOR: Chief, Operations School

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SUBJECT : Name-Trace Briefing for DDP [REDACTED]

1. The following thirteen people attended the Name-Trace briefing in 1-A13 on August 23-23:

DDP/ [REDACTED]

RID/ [REDACTED]

IBM Prog [REDACTED]

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2. The students were both alert and responsive. Their experience ranged from several years, as in the case of Messrs. [REDACTED] to about three months, as in the case of Miss [REDACTED]. The more experienced students were quite helpful in explaining details of processing and handling records to the newcomers.

3. The briefing followed the pattern of the name trace problem in CS Records II, omitting some items which lay outside of the CS Records system and omitting the final exercise, the response to the Field. Since the purpose of the briefing was to show how the index governs the retrieval process, a good deal more time was devoted to the index search and name variants than usual.

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4. If this briefing is to be repeated for the benefit of future [REDACTED] personnel, I recommend that it be expanded to include parts of CS Records I.

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[REDACTED]
Chief Instructor

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